

TERMS OF REFERENCE FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR THE AIR- CONDITIONING UNITS OF THE MWSS RO BUILDING

I. PURPOSE

The Metropolitan Waterworks and Sewerage System - Regulatory Office (MWSS RO) seeks to engage the services of a duly accredited **Air-Conditioning and Refrigeration Service and Repair Contractor** (Contractor) registered with the Department of Trade and Industry (DTI). The contractor must possess the necessary expertise, experience, and capacity to provide **preventive maintenance, repair, and replacement of parts and accessories** for the air-conditioning units installed at the **MWSS RO Building, located at Katipunan Avenue Corner H. Ventura St., Bgy. Pansol, Balara, Quezon City.**

II. SCOPE OF WORK

The Contractor shall provide **labor, supplies, materials, tools, equipment, and supervision** for comprehensive preventive maintenance of the air-conditioning units, listed as follows:

	Variable Refrigerant Volume (VRV) Air-conditioning System	Capacity	Quantity
1	Wall Mounted - LG	0.5 TR	6
		1.0 TR	3
		2.0 TR	3
2	Ceiling Cassette - LG	1.5 TR	7
		2.0 TR	14
		2.5 TR	8
		3.0 TR	10
		4.0 TR	5
3	ACCU - LG	2.0 TR	1

	Variable Refrigerant Volume (VRV) Air-conditioning System	Capacity	Quantity
		9.55 TR	1
		11.15 TR	2
		14.33 TR	2
		19.11 TR	3
	Split Type Air-conditioning System		
4	Floor Mounted – Koppel	5.0 TR	5
5	ACCU – Koppel	5.0 TR	5
	TOTAL		75

The following maintenance tasks shall be performed:

1. General cleaning of all air-conditioning units, including internal components.
2. Shutting off the unit and removing air filters for cleaning.
3. Cleaning of key components:
 - Cooling coils (using power spray)
 - Fan blades
 - Condenser coil (with pressure washer)
 - Drain line (by flushing)
 - Blower assembly
 - All other internal components
4. Greasing of motor bearings and other moving parts requiring lubrication.
5. Technical audit of equipment condition, including freon checking and electrical readings.
6. Drying of internal components using compressed air.
7. General inspection of all air-conditioning system components.
8. Assembly, start-up, and performance check.
9. Identification and repair of undesirable noise and vibration.
10. Observation of compressor performance and recommendations for repair/replacement.
11. Check-up of moving parts (fan motors, bearings, blower blades) with repair/replacement recommendations.

12. Inspection of all system components, including electrical control, and necessary adjustments or repairs.
13. Check-up of refrigerant lines and recommend replenishment, if needed.
14. Repair of equipment corrosion, including de-rusting, priming, and repainting.
15. Recommendation and quotation for necessary repairs and part replacements within **five (5) working days** of defect detection.
16. **On-Call Services:**
 - The Contractor shall provide an official focal person with contact details available during office hours.
 - Technical support must be provided **within 24 hours** of a service call.
17. **Other Services:**
 - Check-up, troubleshooting, and minor repairs (excluding cost of replaced parts).
 - Submission of detailed service reports within **five (5) working days** from the assessment.
 - Inclusion of newly delivered units in preventive maintenance upon MWSS notification.

III. SCHEDULE OF REQUIREMENT

Preventive maintenance and repair works shall be conducted **semi-annually** on **weekends or holidays** as per the schedule below:

Location	2 nd Quarter Schedule	4 th Quarter Schedule	Number of Units
Ground Floor	2 nd Quarter Schedule	4 th Quarter Schedule	19
Ground Floor			19
Second Floor			19
Third Floor			18
Total			75

IV. QUALIFICATIONS OF CONTRACTOR

The **Bids and Awards Committee (BAC)** shall determine the winning bidder based on the **Lowest, Complying, and Responsive Price Quotation**. Required qualifications include:



1. **Valid PhilGEPS Registration Certificate/Number;**
2. **DTI Accreditation** for Air-conditioning and Refrigeration Service and Repair Enterprise;
3. **Minimum of Five (5) Years of Experience** in air-conditioning preventive maintenance services;
4. **TESDA Certification** for deployed technical personnel with at least three (3) years of work experience; and
5. **Duly Notarized Omnibus Sworn Statement.**

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The **Approved Budget for the Contract (ABC)** is **Two Hundred Seventy-Seven Thousand Two Hundred Pesos only (PhP 277,200.00)** for one (1) year, inclusive of all applicable taxes.

If additional air-conditioning units are installed during the contract period, maintenance fees shall be computed based on the awarded price per unit of the same capacity and/or brand.

VI. TERM OF THE CONTRACT

The contract shall be for **one (1) year or 12 months**, commencing upon acceptance of the **Purchase Order** by the Contractor.

VII. TERMS OF PAYMENT

- Payments shall be made **semi-annually** within **30 days** upon acceptance of services by MWSS RO.
- A **5% retention** shall be withheld for **six (6) months** as warranty security.
- Payments must be supported by:
 - Certificate of Inspection and Acceptance
 - Billing Statement
 - Service Reports

VIII. DUTIES AND RESPONSIBILITIES OF MWSS RO

1. MWSS RO, through its Admin-Property Unit, shall monitor contract compliance.
2. An authorized MWSS RO representative shall supervise maintenance activities and ensure office security.

IX. OTHER TERMS AND CONDITIONS

1. The Contractor shall be **liable for accidental damages** to air-conditioning units during service.
2. Workers must be provided with **appropriate Personal Protective Equipment (PPE)**.
3. The Contractor shall **indemnify MWSS RO** against claims related to **personal injury or property damage** caused by negligence.

X. WARRANTY

- A **six (6) month warranty** shall cover workmanship for preventive maintenance and repair services.
- A **5% retention** of the contract price shall be held until the end of the warranty period and released **after confirmation of defect-free service**.

-End-

17 March 2025

Recommending Approval:

[REDACTED]

Claudine B. Orcio-Isorena
DA for Administration and Legal Affairs

APPROVED:

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DA LEE ROBERT M. BRITANICO
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